

State of Iowa  
**BOARD OF EDUCATIONAL EXAMINERS**  
Grimes State Office Building  
400 E. 14<sup>th</sup> St.  
Des Moines, Iowa 50319-0147

DATE:

TO:

FROM: Bureau of Practitioner Licensure

**SUBJECT: Information concerning transcript or credential evaluation for individuals with teacher preparation outside of the United States.**

The State Board of Educational Examiners does not have the resources to determine degree and course credit equivalencies from outside the United States or to translate foreign credentials or transcripts. The rules for licensure require persons with preparation from outside of the United States to work with some agency or institutions to obtain an appropriate assessment of the credentials/records in terms of degree and course credit equivalencies and translation of course titles. This office will use the assessment to determine if the appropriate degree and course requirements have been met for Iowa teacher licensure purposes. PLEASE SUBMIT THE COURSE BY COURSE EVALUATION REPORT FROM THE AGENCY.

Photocopies will not be accepted.

The following private agencies provide foreign credential evaluation services at varying fees.

**American Association of Collegiate  
Registrars and Admissions Officers**  
One Dupont Circle NW, Suite 520  
Washington, DC 20036-1135  
tel: (202) 296-3359 • fax: (202) 872-8857  
E-mail: oies@aacrao.org

**Educational Credential Evaluators, Inc.**  
P.O. Box 92970  
Milwaukee, WI 53202-0970  
(414) 289-3400

**Foreign Consultants, Inc.**  
(Credential Evaluation Services)  
3000 Dundee Road, suite 209  
Northbrook, IL 60062  
(847)498 4499 or (847)498 3399

**International Consultants of Delaware, Inc.**  
109 Barkdale Professional Center  
Newark, DE 19711  
(302) 737-8715

**World Education Services, Inc.**  
P.O. Box 745  
Old Chelsea Station  
New York, NY 10011  
(212) 966-6311

**NOTE:** It is possible that the Bureau will involve an Iowa institution in the final determination of preparation equivalency.

# **OUT-OF-COUNTRY APPLICATION FOR LICENSURE CHECKLIST**

**Incomplete applications will delay processing. Please double check:**

- \_\_\_\_\_ Have you completed section I?**
- \_\_\_\_\_ Have you sent your transcripts to an approved transcript evaluation service, and are you enclosing the results of their analysis with this application?**
- \_\_\_\_\_ Have you enclosed your check or money order which includes the evaluation and processing fees (\$60) and the fee for issuance of the license (\$85)?**
- \_\_\_\_\_ Have you verified sufficient teaching and administrator experience?**
  - (-An Initial License does not require verification of experience. )**
  - (-At least three years of teaching experience are necessary to qualify for a Standard Teacher License or an Administrator License. )**
  - (-five years of teaching experience (and a master's degree) are necessary to qualify for a Master Educator License.)**
  - (-Three years of administrative experience are necessary to qualify for a superintendent endorsement.)**
  - (-If you completed an alternative teacher education program which did not include student teaching, you must verify three years of teaching experience.)**

**You may use our form or a letter from an administrator in the employing school district on school letterhead stating the nature, and dates of your assignment.**
- \_\_\_\_\_ Have you enclosed, or sent separately, your completed fingerprint card and waiver form, and the \$52 background check fee? (This fee and the fees for the processing and license may be combined in a single check or money order.)**

**If you need a fingerprint packet, call (515) 281-3245 to leave your name and address and request a fingerprint packet. The packet will be mailed on the same or next business day.**
- \_\_\_\_\_ Have you signed and dated the application?**

**\*The processing time for this application is 4-6 weeks.**

State of Iowa  
**Board of Educational Examiners**  
**Licensure**  
Grimes State Office Building  
400 E. 14<sup>th</sup> St.  
Des Moines, Iowa 50319-0147

**Requirements for Licenses**

**Initial** Valid for 2 years. – Renewable under prescribed conditions.

1. Baccalaureate degree from a regionally accredited institution.
2. Completion of an approved teacher preparation program.
3. Completion of an approved human relations component.
4. Completion of requirements for a teaching endorsement.
5. Meets the recency requirement listed under the Class A License.

**Standard** Valid for 5 years. – Renewable under prescribed conditions.

1. Completion of requirements 1-4 for the initial license.
2. Evidence of three years successful teaching experience based on local evaluation process.
3. Meets the recency requirement listed under the Class A License.

**If applying for this license, verify 3 years of teaching experience.**

**Master Educator** Valid for 5 years. – Renewable under prescribed conditions.

1. Hold or be eligible for an standard license.
2. Five years of teaching experience.
3. Master's degree in a teaching endorsement area.
4. Meets the recency requirement listed under the Class A License.

**If applying for this license, verify 5 years of teaching experience and send master's degree transcript.**

**Class A** Valid for 1 year. – Not Renewable. Issued under the following conditions:

1. Has completed a teacher education program but may still need some classes to meet all of Iowa's requirements for licensure (e.g. Foundations of American Education.)
2. Recency -- meets requirements for a valid license but has neither 160 days of teaching experience nor six hours of relevant college credit within the past five years.

**The applicant must meet any and all licensure deficiencies during the one-year period of the license.**

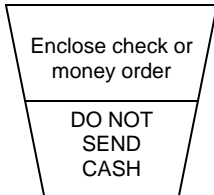
**Substitute** Valid for 5 years. – Renewable under prescribed conditions.

Has been the holder of, or presently holds a valid, regular license in Iowa or some other state and has successfully completed all requirements for an approved teacher preparation program or is eligible for the initial license.

**Exchange** Valid for 2 years. – Not renewable.

1. Baccalaureate degree from a regionally accredited institution.
2. Completion of a state approved teacher preparation program.
3. Hold a valid teaching license in the state in which the teacher preparation program was completed.
4. No disciplinary action pending.
5. Has not completed all Iowa requirements for a teaching endorsement.

**The applicant must meet any and all licensure deficiencies during the two-year period of the license.**



# APPLICATION FOR LICENSURE OUT-OF-COUNTRY

State of Iowa  
**Board of Educational Examiners**  
**Licensure**  
Grimes State Office Building  
400 E. 14<sup>th</sup> St.  
Des Moines, Iowa 50319-0147

Revised 3/08

## INSTRUCTIONS:

1. Complete Section I.
2. Enclose the \$60.00 evaluation fee.
3. Enclose a \$85.00 nonrefundable licensure fee for each license you check under Item 10 below.
4. Complete the fingerprint packet information. Enclose the \$52 fee. Total Items 2 & 3 and remit ONE Check or money order, made payable to the Board of Educational Examiners.
5. Attach the results of the evaluation service which evaluated your transcripts.
6. Verify any full-time (160 school days per school year) teaching experience on the enclosed form.
7. Send all materials to the address that appears in the upper right hand corner of this page.

**NOTE:** Photocopies or copies by fax of any application forms or experience verification forms will not be accepted. Original signatures are needed.

Name changes require a photocopy of official legal documentation.

**(Incomplete applications will delay processing.)**

## SECTION I

Applicant's Folder # (To Be Assigned by BoEE Office)	Social Security #	Date of Birth Month      Day      Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Home Phone (      )	Work Phone (      )	Email Address	

## Background Information:

For any "Yes" response, attach a written explanation on 8 1/2" x 11" paper. Be sure to include the date of the violation.

DO NOT explain on this application form. \*If you have reported a "Yes" response on a previous application, check PR (previously reported) instead of "Yes" on this application, if no further conviction(s) has occurred.

- a. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a felony?
- b. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a crime other than parking or speeding violations?  
(Report any OWI convictions.)
- c. Yes ☐ No ☐ PR ☐ Have you ever had a founded report of child abuse made against you?
- d. Yes ☐ No ☐ PR ☐ Have you ever had an application for an educational license denied or had disciplinary action of any type (including letter of reprimand, warning, suspension, revocation, or voluntary surrender) taken against an educational certificate, license or authorization in Iowa, any other state, or any other country?

**Citizenship:**

Are you a United States citizen? Yes ☐ No ☐

If you answered "No," check if you are:

☐ a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.

☐ an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year.  
If so, please provide appropriate documentation.

☐ a foreign national not physically present in the United States.

☐ other – Please provide a detailed explanation on a separate 8 ½ x 11 sheet of paper.

**Licensure Information:**

- Do you hold, or have you ever held, an **Iowa** Teacher or Administrator License? ☐ Yes ☐ No

- Check License desired:

☐ Initial ☐ Standard ☐ Master Educator ☐ Exchange ☐ Substitute ☐ Class A (*1-year conditional*)

Degrees held and conferred:

Bachelor's:    /    /  
                  Month Day Year Institution

Master's:     /    /  
                  Month Day Year Institution

Specialist's: /    /  
                  Month Day Year Institution

Doctorate:    /    /  
                  Month Day Year Institution

**Statement of Fraud:**

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Experience Verification Form

State of Iowa  
Board of Educational Examiners  
Licensure  
Grimes State Office Building  
400 E. 14<sup>th</sup> St.  
Des Moines, IA 50319-0147

Applicant's Folder #	Social Security #	Date of Birth Month      Day      Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Home Phone (      )	Work Phone (      )	Email Address	

## 2. To be completed by administrator

I hereby verify that the above-named applicant served successfully as a teacher or administrator in this school district during the dates indicated below, based on a local evaluation process. (If verifying only substitute teaching, please complete lines d, e, f, and g).

- a) \_\_\_\_\_ - dates in district, list beginning and ending month and year dates
- b) \_\_\_\_\_ - specific grade(s) taught or administered
- c) \_\_\_\_\_ - subject area / disability area / or administrative area
- d) \_\_\_\_\_ - school district/ college
- e) \_\_\_\_\_ - city
- f) \_\_\_\_\_ - state, if other than Iowa
- g) \_\_\_\_\_ - days in district, of only substituting

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Signature of Administrator

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

**NOTICE--RETURN TO APPLICANT--DO NOT MAIL DIRECTLY TO BOARD OF EDUCATIONAL EXAMINERS**

**NOTE:** Photocopies or copies by fax of any application form or experience verification form will not be accepted. Original signatures are needed.

**NOTE TO ADMINISTRATOR:** If in your judgment you are convinced that the applicant above should not be given licensure, at least until further investigation is made, do not sign this form and please write a CONFIDENTIAL LETTER to the above address stating your reasons.